

# Volunteer Facilitator APPLICATION

Return all completed applications to Janet McIntyre, Outreach Librarian  
847-729-7500 x2612 • jmcintyre@glenviewpl.org

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # | State Issued: \_\_\_\_\_

Employer | Job Title: \_\_\_\_\_

Do you have experience working with people with disabilities? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_

Have you ever volunteered with another organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_

When are you available to start serving as a NCBC Volunteer Facilitator? \_\_\_\_\_

What days and/or evenings and times are you available to volunteer? \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If you are convicted of a felony or misdemeanor after starting as a volunteer, you must notify the NCBC within 24 hours of the conviction.)*

If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_

Are you an insured driver? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(Typically we ask that facilitators do not transport book club members; however, in the case of an emergency, only insured drivers should transport members.)*

Please provide contact information for one personal reference and one professional reference:

Personal Reference: \_\_\_\_\_

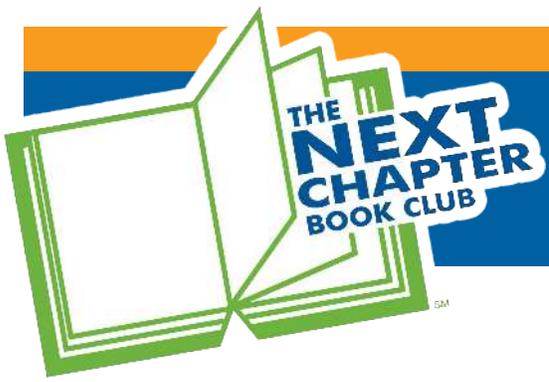
Professional Reference: \_\_\_\_\_

**Please read the following paragraph and sign below.**

I will protect the privacy of all members in my book club and keep all information shared by and about the members confidential. I understand that Next Chapter Book Club staff may take and use my photograph for the purpose of publicizing the program. I certify that the information provided above is true to the best of my knowledge.

\_\_\_\_\_  
Volunteer Facilitator Signature

\_\_\_\_\_  
Date



# Volunteer Facilitator POSITION DESCRIPTION

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**Position Title:** Volunteer Facilitator

**Reports to:** NCBC Program Coordinator

**Location of service:** A coffee shop, library, bookstore or other community location to be determined

**Length of service:** 1-2 hours per week or biweekly, until at least one book is finished (approximately 12-14 weeks)

**Position Summary:** With support from NCBC Program Coordinator, the Volunteer Facilitator guides activities in weekly or biweekly, community-based book clubs for adults with intellectual and developmental disabilities. The primary function of this position is to promote social connectedness and community inclusion for book club members. Working in a team of two or three, the Volunteer Facilitator also provides the NCBC Program Coordinator with regular feedback.

#### Qualifications:

- Desire and commitment to work with adults with intellectual and developmental disabilities (previous experience is not necessary, but may be helpful)
- Ability to travel to book club meetings
- Enthusiasm, creativity, and good "people skills" are essential

#### Position Responsibilities:

- Attend weekly or biweekly, one-hour book club meetings at designated community location for the length of at least one book (approximately 12-14 weeks), schedule to be determined
- Inform co-facilitator(s) and NCBC Program Coordinator in advance (24 hours, if possible) of any absence
- Call book club members one day prior to each meeting to remind them of book club (this may be disregarded if club is long-standing and attendance is not an issue)
- Monitor member attendance; notify NCBC Program Coordinator of any extended member absence (three or more weeks in a row)
- Complete quarterly surveys and maintain communication with NCBC Program Coordinator.
- Notify NCBC Program Coordinator two weeks in advance of needing a new book and guide book club members in the selection of a book to read
- Use activities and strategies learned in training to promote social connections and community inclusion among book club members
- Respect the talent, abilities and privacy of all book club members

**Compliance requirement:** Background check

I understand the above NCBC Volunteer Facilitator position description,  
and I agree to perform all of the responsibilities of this position.

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Volunteer Facilitator Signature

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Date